

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE 1 OF 7 PAGES
2. AMENDMENT/MODIFICATION NO. 3		3. EFFECTIVE DATE 8/28/01		4. REQUISITION/PURCHASE REQ. NO. 1-1-CD-D1548	
5. PROJECT NO. (If applicable)					
6. ISSUED BY Procurement Office George C. Marshall Space Flight Center National Aeronautics and Space Administration Marshall Space Flight Center, AL 35812		CODE PS22-Q		7. ADMINISTERED BY (If other than Item 6) See Item No. 6 AUTOMATED INVOICE PAYMENT INFORMATION (256) 544-5566	
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP Code) To All Potential Offerors				(4)	9A. AMENDMENT OF SOLICITATION NO. 8-1-1-CD-D1548
				X	9B. DATED (SEE ITEM 11) August 8, 2001
					10A. MODIFICATION OF CONTRACT/ORDER NO.
					10B. DATED (SEE ITEM 13)
CODE		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

N/A

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(4)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return ___ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this amendment is to answer questions not previously answered in Amendment No. 1 or 2. Answers to the questions are provided on the following pages along with the amended RFP pages.

The due date and time for receipt of proposals remains unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Michael L. Sweigart	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED 8/28/01
(Signature of person authorized to sign)		BY Original Signed By (Signature of Contracting Officer)	

Answers to Questions

Question 1: What is the current contract end date?

Answer: The period of performance for the current contract is through October 31, 2001. A modification is in preparation to extend the period of performance through January 31, 2002.

Question 2: How does the CaER contract cover the five state Learning Centers?

Answer: There is no direct contract staffing support dedicated for the five state Education Resource Centers. However, the PWS provides for those Centers to receive a variety of products and/or services through virtually all of the WBS elements.

Question 3: RFP Page L-18. The statement of work and the Government furnished property listing does not state a need and/or the existence of vehicles. However, Page L-18 addresses the GSA pricing information for vehicles. Are vehicles required and/or recommended by the Government for the CaER contract? Are vehicles currently used by the incumbent contractor?

Answer: Vehicles will be required to carry out the requirements of the PWS. Offerors should propose vehicles they deem necessary to carry out the requirements of the PWS. Currently 2-3 panel utility vans are used on a regular basis. Actual usage is contingent on event support requirements. On occasions, commercial packing and transportation providers are also used.

Question 4: RFP Page L-21 requires offerors who desire to retain any incumbent personnel to consider the incumbent employee's experience level and length of services in determining realistic labor rates. In addition, offerors must consider the incumbent employee's hire date, benefits, and if transfer of leave could be applicable for Wage Determination (WD) personnel. In order to ensure compliance with the Service Contract Act requirements, please provide for each employee/labor category the hire date and applicable benefit information.

Answer: At this time that information is considered proprietary and will not be furnished as historical data. However, in accordance with FAR Clause 52.222-41-Service Contract Act of 1965, as Amended (May 1989), "...Not less than 10 days prior to completion of any contract being performed at a Federal facility where service employees may be retained in the performance of the succeeding contract and subject to a wage determination which contains vacation or other benefit provisions based upon length of service with a Contractor (predecessor) or

successor (29 CFR 4.173), the incumbent Prime Contractor shall furnish the Contracting Officer a certified list of the names of all service employees on the Contractor's or subcontractor's payroll during the last month of contract performance. Such list shall also contain anniversary dates of employment on the contract either with the current or predecessor Contractors of each such service employee. The Contracting Officer shall turn over such list to the successor Contractor at the commencement of the succeeding contract."

Question 5: RFP Page L-20. In order to ensure fair and equitable treatment of incumbent employees and comply with the requirements of the Service Contract Act, please provide a crosswalk between the contract labor categories to the WD categories.

Answer: The following labor classifications reflected in L.14 b. may be subject to the Service Contract Act wage determinations.

Database Clerk
General Clerk – Administration
General Clerk – eNews Center
General Clerk – Public Inquiries
Technician/Exhibit Specialist
Warehousing Librarian
Web Inquiries Clerk

Those classes of service employees (by SCA position description/title) that are expected to be employed under this contract are stated in Clause G.7.

Question 6: L-13(c)2. Subfactor 3 SA4 Page L-15 reads, "In addition, the Offeror shall describe policies for addressing benefits and seniority of incumbent staff hired from the current Contractor." Please provide a listing of the current employees, their hire dates, the length of time they have been associated with this contract, and the current level of leave.

Answer: Please refer to the response provided in question 4 above.

Question 7: L-13(c)2. Subfactor 3 SA4 Page L-15 states "the Offeror shall submit a total compensation plan setting forth salaries and fringe benefits proposed for the professional employees who will work on the contract." Is the Offeror to include salaries in the Mission Suitability Presentation? Is the Offeror to include the value of the compensation plan in the Mission Suitability Presentation?

Answer: The Offeror may include in their Mission Suitability Chart presentation, salary ranges and a description of fringe benefits proposed for professional employees who will work on the contract. Data such as formulas, factors, rates, etc. shall be submitted as part of Volume II, Cost Factor. As stated in L.13(c)2, the

compensation plan shall include, among other things, a description of employee benefits, policies intended to attract and retain employees, personnel policies, etc. The compensation levels proposed shall reflect a clear understanding of the work to be performed.

Question 8: RFP Page L-17 states, the offeror should not alter the Government provided proposal electronic spreadsheet file formats (Forms A-K) except for lengthening forms as appropriate, adding formulas or links, adjusting formulas to accommodate a different base for application of rates, or adjusting column widths. However, there is inconsistencies between labor categories on each sheet, between the order that the categories are listed on each sheet, and Table B(2) does not contain a column for SOW paragraph 5.4. Can each offeror alter the spreadsheets to accommodate minor inconsistencies?

Answer: The inconsistencies on all cost forms have been corrected and a complete set of corrected forms are included in this amendment.

Question 9: Form B(2) – Staffing by WBS. Please confirm that the Government intends for all offerors to enter full-time equivalents (FTEs) on the form.

Answer: Yes, enter FTE's, which are equivalent to the Work Year Equivalents (WYE) listed on cost forms.

Question 10: The labor categories listed on pages L-32 through L-34 do not match the labor categories on the cost forms. Please clarify.

Cost Form Labor Category – No reference on pages L-32-L34

Coordinator
Curriculum Developer
Designer
Exhibit Specialist
Graphic Artist
Media Specialist – Metrics
Training Buyer
Warehouse Clerk
Web Specialists

Historical Labor Category Stated on Pages L-32-L34

No reference on Cost Forms

Art Director
Graphic Exhibit Designer
Administrative – Metrics

Answer: All cost forms have been revised to correct any labor category inconsistencies.

As a result of this revision, Provision L.14 b, labor categories, highlighted in gray, have been changed accordingly.

Question 11: Cost Form B(1). Must all hourly employees be classified as WD?

Answer: Not necessarily, however each Offeror must carefully review all labor categories being proposed against applicability guidelines contained in this Service Contract Act. All labor categories (classifications) that are not exempt in accordance with Title 29 CFR Part 541 shall be covered by the Wage Determination.

Question 12: L-9, Page L-4 provides information on page, margin, and font requirements. Can a smaller/different font be utilized for tables, charts, and graphics on the 40 charts of Volume I – Mission Suitability Factor?

Answer: The text in Volumes I, III, and IV shall be submitted by the Offeror in a font no smaller than 12-point, Courier or its equivalent. However, text and /or figures embedded within graphs, tables, charts, or spreadsheets may be smaller, and shall be proportional to the graph or chart. Section L.9 (b) of the RFP has been amended to reflect this clarification.

Question 13: L-9. Must Volume II – Cost, including all forms, be submitted in Courier 12?

Answer: No, the tables in the cost forms are set up in 10 point Courier font.

Question 14: L-9, Page L-4 provides information on font specifications. Our proposal demonstrates to the Government evaluators our ability to effectively communicate in written and visual form our employee and relations effort. We could better present our capabilities through the use of other fonts and font sizes. Will the Government allow the use of any font not less than 12 characters per inch?

Answer: Please refer to answer #12.

Question 15: L-9. Must the On-Site Safety and Health Plan, including all forms and checklist, be submitted in Courier 12?

Answer: Please refer to answer #12.

Question 16: RFP Page L-22. Can non-productive hours be direct billed under the CaER contract? Are non-productive hours currently billed direct to the Government? RFP states offeror's normal accounting practices shall be followed. How does the Government intend to evaluate the cost impact between companies who include non-productive as part of overhead in

lieu of direct billed?

Answer: Offerors should propose in accordance with their established accounting practices. Non-productive hours can be charged as direct labor or as part of labor overhead depending on the Offeror's established practice. The Government will evaluate total cost proposed, direct and indirect.

Question 17: RFP Page L-25. Given the CaER contract is an 8(a) set-aside contract for small business and training is estimated at \$1.8M per year, this will impact a company's cash flow. How does the Government, and in what time schedule, plan to reimburse the contractor for items under the PWS 5.5?

Answer: Unless specific exceptions are taken by an Offeror and an alternate method of contract financing proposed, invoice payments will be processed in accordance with Clause 52.232-25, Prompt Payment as indicated in Section I of the RFP.

Question 18: Page L-26. Are offerors required to carry Professional Liability Insurance?

Answer: No.

Question 19: L-16. Should company safety forms/checklists be included with the On-Site Safety and Health Plan? If so, does the 20 page limitation include these forms/checklist?

Answer: Yes. Company safety forms/checklists should be included with the on-site Safety and Health Plan, DRD 922SA-001. However, the 20 page limitation set forth in L.9 (a) does not include these forms or checklists.

Question 20: L-15, Page L-42 states, "the briefing charts submitted must be photocopies of the transparencies to be used during the oral proposal briefing." Photocopies of transparencies do not always provide the quality desired. May the offeror submit paper printouts of the briefing instead of making photocopies of the transparencies?

Answer: Yes.

Question 21: Instructions for Form D. It is imperative that Offerors demonstrate their understanding and compliance with...any applicable union agreements. What unions are currently involved at NASA and on the current contract? Please make available copies of all union agreements.

Answer: No employees under the current contract are represented by a union.

Question 22: Page L-13. The solicitation requires key personnel shall be present for at least some portion of the Mission Suitability Chart Presentation in order to demonstrate their commitment to the contract. This requirement appears to limit the recruitment of incumbent personnel. If a key person is an

incumbent and believes their presence with a competitor would jeopardize their job, will the Government grant a waiver on the attendance during the presentation?

Answer: No. Provision L.13(c) 2., KP1 – Qualification of Key Personnel states, “.....key personnel shall be present for at least some portion of the Mission Suitability Chart Presentation ...” Also refer to Provision L.15 Oral Proposal Instructions whereby it states, “...Presenters may be excused after their presentation but shall be available to answer clarification questions at the completion of the Offeror’s presentations.”

Question 23: **Section J List of Attachments lists 2 pages for J-7 Installation-Provided Property and Services (J-7-1 – J-7-2). However, the RFP only contained one page of property and services (J-7-1). Please clarify.**

Answer: The RFP on the NAIS contains all the property and services. However, depending on how your computer and printer are set, the information may appear on one or two pages.

Question 24: **If an offeror submits a proposal in response to the subject RFP as a joint venture in accordance with the criteria of the 8(a) program, would the joint venture agreement have to be approved by the SBA prior to the date of proposal submittal or prior to the date of contract award?**

Answer: A joint venture agreement would have to be approved by SBA prior to contract award.

Question 25: **The paragraph numbering in Attachment J-1 goes from 2.3.2 to 2.3.4. Was 2.3.3 omitted or is there an oversight in the numbering?**

Answer: No paragraphs were omitted. The numbering sequence was wrong and has been corrected.

be performed. Proposed OI's shall be part of the Contractor's Management Plan to be submitted in accordance with DRD 922MA-001, "Management Plan." See attachment J-6, "Applicable Regulations, Procedures, and Documents," for a listing of OI's pertinent to the current CaER contract.

2.1.8.3 Solicit customer satisfaction feedback from contract customers and provide this information to the COTR.

2.2 Financial Management

The Contractor shall establish, implement, and maintain a financial reporting system in accordance with the NASA FAR Supplement, NFS 1852.242-73. The Contractor shall submit Financial Management Reports in accordance with DRD 922MA-003, "Financial Management Report (533M)."

2.3 Safety, Health, and Environmental

2.3.1 The Contractor shall establish and implement an industrial safety, health, and environmental program that incorporates the following Safety and Health Program Core Process Requirement (CPR) elements in accordance with DRD 922SA-001, "On-site Safety and Health Plan," and documented in MPG 8715.1, "Marshall Safety, Health, and Environmental (SHE) Program," that addresses:

- a. Management commitment and employee involvement in the safety and health program.
- b. System and worksite hazard analysis.
- c. Hazard prevention and control.
- d. Safety and health training.
- e. Environmental compliance.

2.3.2 Mishaps shall be reported to the MSFC Safety & Mission Assurance Office in accordance with DRD 922SA-002, "Mishap and Safety Statistics Reports."

2.3.3 The Contractor shall provide building managers and safety monitors for buildings 4466, 4471, and 7214.

2.3.4 The Contractor shall perform annual surveys and reports on chemical inventories and warehouse space requirements, etc., within the building areas set forth in 2.3.4 above, as required by NASA and MSFC.

2.4 Information Technology Security

A security plan shall be prepared in accordance

L.9 PROPOSAL PAGE LIMITATIONS (1852.215-81) (FEB 1998)

(a) The following page limitations are established for each portion of the proposal submitted in response to this solicitation.

Proposal Section	Page Limit
Volume I - Mission Suitability Factor	40 charts (excluding Draft On-site Safety and Health Plan, DRD 922SA-001)
Preliminary DRD 922SA-001	20 pages
Volume II - Cost Factor	No Limit
Volume III - Past Performance Factor	6 pages
Volume IV - Completed RFP & Signed SF 33	N/A

Resumes, acknowledgements, certifications and representations, and any submission required on Government-furnished forms are not counted against the page limitation. Likewise cover letters, dividers, covers, and tab separators are not counted against the page limitation unless containing data for evaluation.

(b) A page or chart is defined as one side of a sheet, 8½ by 11 inches, with at least 1 inch margins on all sides, using not smaller than 12-point type, Courier font. The text in all submissions made by the Offeror shall be in a font no smaller than 12 point Courier or its equivalent. However, text and/or figures embedded within graphs, tables, or charts may be smaller, and shall be proportional to the graph or chart. Foldouts count as an equivalent number of 8½ by 11 inch pages. The metric standard format most closely approximating the described standard 8½ by 11 inch size may also be used.

(c) Title pages and tables of contents are excluded from the page counts specified in paragraph (a) of this provision. In addition, the Cost Volume of your proposal is not page limited. However, this volume is to be strictly limited to cost and price information. Information that can be construed as belonging in one of the other volumes of the proposal will be so construed and counted against that volume's page limitation.

(d) If final revisions are requested, separate page limitations will be specified in the Government's request for that submission.

(e) Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government and will be returned to the Offeror.